



United States Department of the Interior

OFFICE OF THE SECRETARY
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PERSONNEL MANAGEMENT LETTER No. 83-3 (511)

Subject: Evaluation Statements in Support of Position Classification Decisions

The purpose of this PML is to reinforce the importance of properly documenting classification rationale and to provide two additional situations where evaluation statements are required. Personnel Management Letter No. 81-18 (511) dated April 23, 1981, establishes Departmental policy regarding the preparation of evaluation statements in support of classification determinations. That PML lists minimal requirements for evaluation statement content and specifies those situations where evaluation statements must be prepared. This issuance will serve as an addendum to PML No. 81-18 (511).

The evaluation statement is a signed and dated statement of technical accountability, as well as a supportive record of the classifier's thought processes in assigning the official title, series and grade to a position. It is also a document of archival interest in that it provides essential institutional memory relative to the position and environment involved at the time the position was established or reclassified. Departmental policy regarding the content of evaluation statements is being inconsistently and insufficiently adhered to, and, therefore, unnecessary delays occur in the processing of those positions which require prior classification approval of the Department. Further, this lack of compliance with established policy is causing increasing problems in the conduct of Departmental and OPM Personnel Management Evaluations.

The need for preparation of evaluation statements is the same for positions classified in the FES format as for those classified according to narrative classification standards. We are also experiencing a disturbing increase in the number of evaluation statements which contain only a listing of factor level descriptions (FLDs) and point values. Without additional narrative, the basic FES evaluation statement format provides too little information for the reviewer to make a determination which effectively addresses the classification rationale or propriety of decision. We are finding that positions are being evaluated with direct reference to the Primary Standard. The Primary Standard remains the ultimate standard for assuring consistent alignment among the various occupational standards. Alone, it is not intended to be used as the basis for determining the classification of any position.

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In addition to those situations listed in PML No. 81-18 (511) which require development of evaluation rationale, two further items are to be included. They are:

1. Use of the interdisciplinary concept in the classification of professional positions.
2. Positions evaluated on the basis of the General Grade Evaluation Guide for Non-supervisory Clerical Positions, but classified to the Miscellaneous Clerk and Assistant Series, GS-303.

Although this subject will be incorporated in the revision of 370 DM 511 which is now being written, this interim information is considered essential at this time.



Director of Personnel